

**CALIFORNIA STATE LIBRARY  
LIBRARY SERVICES AND TECHNOLOGY ACT  
2020/21 GRANT GUIDE**

**Public Library Staff Education Program (PLSEP) Grants**

Congratulations on receiving an LSTA Grant! The following guide will provide you with all of the basic information needed to manage your grant.

**IMPORTANT DATES AND DUE DATES**

The following dates are important for managing your grant.

**Grant Period and Spending Funds**

There are federal restrictions for how LSTA funding can and cannot be spent. Please be sure to review the [Restrictions on the Use of LSTA Funds](#) document to ensure that you use the funding appropriately.

**Grant Period: July 1, 2020 - August 31, 2021**

- Final Expenditure Date (All grant funds must be spent or encumbered): August 31, 2021
- Final Liquidation of Encumbrances Date (If required): October 15, 2021
- Return of Non-Liquidated Funds (All funds not spent must be returned by this date): October 30, 2021

**GRANT REPORTS**

During the LSTA Grant period you are required to submit 4 Financial Reports, 4 Tracking Reports, 1 Expenditure Detail Report, and a Cooperative System Final Program Narrative Report with Student Program Narrative Reports. If necessary, a Final Liquidation Financial Report may be required.

- **Student Program Narrative** - Students are required to complete and submit the Student Final Narrative Report directly to the Cooperative Library System.
- **Cooperative System Program Narrative** - The Cooperative System Final Program Narrative Report is a summary of the entire project. This report must be signed by the Library Director. Attach the Student Final Narrative and submit to the State Library.
- **Financial & Expenditure Detail** - The Financial Report form is designed to provide accounting of what funding has been spent and/or encumbered. The Expenditure Detail Report is for reporting the LSTA, In-kind, and Local Match funds by category for the full project period. The expenditure detail report will be submitted with the final financial report at the end of the project. These reports may be filled out by different people depending on the organization. Please be sure to know who is responsible for completing these reports in your organization. These reports must be signed by the Library Director.
- **Tracking Report** - This is what you will use to track reimbursements for the students. Use the comments column for notes or updates. Submit this report along with the financial report.

## REPORTING DUE DATES

Reporting Period	Reports Due Date
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July-December 2020	Financial and Tracking Reports Due by January 31, 2021
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January-March 2021	Financial and Tracking Report Due by April 30, 2021
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July-June 2021	Student Final Program Narrative Report Due to System by July 31, 2021
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July 2020-August 2021	Financial, Tracking, Expenditure Detail Report and Cooperative System Final Program Narrative Report Packet Due by September 30, 2021
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60 Days from Project End Date (*if end date is extended see extension letter for new dates*) - Liquidation Financial Report Due by October 31, 2021 (*Only required if encumbered funds have not been spent by project end date*)

## Grant Reporting

Financial and Narrative report instructions can be found on the LSTA [website](#) under the “Manage Your LSTA Grant” heading.

The federal government requires reporting by the California State Library before future LSTA funds are made available, therefore our reports depend on yours being timely. Reports that are not on time or require continuous late notices will have an effect on future grants. Jurisdictions with a history of delayed or incomplete reporting, or inadequate management of previous projects, may be denied future awards until an improvement in administrative practice can be demonstrated.

## Report Submission Instructions

Submit all completed reports via email to **LSTA Coordinator Lynne Oliva** at [lynne.oliva@library.ca.gov](mailto:lynne.oliva@library.ca.gov).

*Please use the following subject format for report emails: **Grant Number / Library & Project Name / Report Title** (If sending multiple reports, you may detail the report titles in the body of the email)*

Reports will be reviewed by the LSTA Coordinator in consultation with the Fiscal Analyst in the budget office. When reports have been approved, you will receive an approval email. The LSTA Coordinator and Fiscal Analyst will work to approve the reports as quickly as possible. Please be aware it may take up to two weeks after submission to receive approval. When that email is received, print a copy of the report and have the library director sign it (in blue ink). Please consult with the project consultant or advisor assigned to your project as you prepare your report.

1. Scan and email the signed version to Lynne Oliva at [lynne.oliva@library.ca.gov](mailto:lynne.oliva@library.ca.gov), and;
2. Mail the original and TWO copies to the address below.

### By Mail:

California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001

Attention: Fiscal Office-LSTA

**By Non-USPS Delivery:**

California State Library  
900 N Street  
Sacramento, CA 95814  
Attention: Fiscal Office-LSTA

### **Grant Award Budget Modifications**

During the grant period you may find that you need to modify your budget. All budget modifications must be discussed in advance with the assigned Project Consultant or Advisor, require the approval of the Grant Monitor, and require a Grant Award Budget Modification Form to be submitted according to the instructions. The Grant Award Budget Modification Form must be submitted for modifications of any amount. Modifications should be reported on the next financial report. Any modifications in the approved budget must be documented and documentation retained in project files.

### **Grant Documents and Record Keeping**

Consolidated grant award documents will be addressed to the head of the agency responsible for the project. Recipients that have a fiscal agent are responsible for seeing that the documents and funds are properly deposited with the fiscal agent.

### **Accounting**

Separate accounting must be maintained in accordance with accepted standard accounting practices for each federal LSTA project to ensure responsible project management and the ability to submit timely and accurate financial reports. If applicable, grant recipients receiving revenues such as workshop fees must maintain separate income accounts.

### **Audit**

All recipients must be in compliance with Public Law 98-502, "The Single Audit Act of 1984." When audits are performed in accordance with the instructions contained in the Act for funds provided under LSTA, a copy must be forwarded to the State Library.

### **Data and Publications Created with Grant Funds**

Please be aware that, unless exempted by the State Librarian, all data, both raw and analyzed, of consultants employed under terms of the award becomes property of the California State Library and may not be used or published without the express written permission of the State Librarian or until the data is published or otherwise made public by the California State Library.

### **Publicity**

Grant recipients must ensure that the Library Services and Technology Act receive full credit as the funding program and that the Institute of Museum and Library Services (IMLS) likewise, is acknowledged as the federal source of funds.

Publications and information releases about the project must credit the Library Services and Technology Act (LSTA). An appropriate statement for a publication or project press release is:

*"This [publication/project] was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian."*

As appropriate, this disclaimer should be added:

*"The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Institute of Museum and Library Services or the California State Library, and no official endorsement by the U.S. Institute of Museum and Library Services or the California State Library should be inferred."*

This credit line on products of a project, such as materials and publicity, is important to foster support from the public and by state and federal funding sources.

For more examples from Institute of Museum and Library Services (IMLS) provided for recipients of national level grants, please see their [Grantee Communications Kit](#).

### **Equipment Inventories**

Record of equipment, each unit costing \$5,000 or more purchased with LSTA funds must be maintained in an inventory file. Equipment inventory files must be maintained at the project level and duplicate copies sent to the California State Library. In general, equipment purchased with federal funds must be used for the project purposes for five years, or the life of the equipment, whichever comes first, unless otherwise stipulated. Disposition of equipment is subject to review by the California State Library.

### **Retention of Records**

Financial records for LSTA projects must be retained by the grantee for a period of three (3) years from the date the final expenditure report has been submitted.

## **CONTACT INFORMATION**

### **Grant Monitor and Project Consultant or Advisor**

A Grant Monitor and Project Consultant or Advisor have been assigned to your project to monitor its progress and assist in its implementation. Be sure to establish good working relationships with your Grant

Monitor and Project Consultant or Advisor at the beginning of the project and call on these people for advice and assistance as needed. The Project Consultant or Advisor should be consulted and the Grant Monitor must be informed of any planned changes (need for more time, change in activities, etc...), budget problems and the like.

### **LSTA Budget Matters and Project Reporting**

Your grant monitor is available to provide assistance for questions related to the budget or project reporting. This person is best to contact if you have questions like:

- Has the State Library received our reports?
- When will we receive our payment?
- What if we don't spend all of the funds? How do we send the funds back?

Your grant monitor will be able to direct your questions to the appropriate fiscal analyst at the State Library, when needed. If, due to extenuating circumstances, you will not be able to get your reports in on time, it is important that you contact your Grant Monitor and your Project Consultant or Advisor.

### **Important Note Regarding Emails**

- Please include your assigned Project Consultant or Advisor on all email correspondence with your grant monitor and the LSTA Coordinator
- Please use the following subject line format when sending emails:
  - General emails: ***Grant Number / Library & Project Name / Brief Subject Description***
  - Emails involving reports: ***Grant Number / Library & Project Name / Report Title***  
(If sending multiple reports, you may detail the report titles in the body of the email)

LSTA Coordinator contact information:

Lynne Oliva, LSTA Coordinator  
(916) 603-7195  
lynne.oliva@library.ca.gov